


3 December 1986

MEMORANDUM FOR: Deputy Director for Science and Technology

VIA: Deputy Director for Administration
Director of Training and Education

FROM: 
Chief, Intelligence Training Division
Office of Training and Education

SUBJECT: Training for New Employees

1. Recently, you expressed interest in the applicability of the New Analyst Course (NAC) for selected DS&T new employees. I have attached a copy of the course schedule per your request.

2. Your request prompted us to consider what we could do to create a special training course for new DS&T officers, rather than make a few adjustments to a course designed for DI analysts. The NAC, for instance, incorporates much of the material given to DI-bound CTs, and we could develop a course for new DS&T officers (who do not come in through the CT program) along the lines of what we already provide DS&T CTs.

3. I've attached a copy of the schedule for the DS&T segment of the CT course as a reminder of what we cover in it. For the DI we include the material presented in the Introduction to CIA (required for all new Agency employees) and I would recommend doing the same for the DS&T. That lengthens the course by a week, but keeping the group together longer has the side benefit of creating a group identity. In the DI, NAC graduates have continued to meet for luncheons and discussions, leading to much greater contact across office lines. We could also tailor the course to fit student needs--focusing, for instance, on communication and analytical thinking for one running and including segments on the contract process the next time if that was appropriate.

4. We've already given this some thought and could have a pilot running ready to go in a relatively short time if you approve.

Attachments:

- a. NAC Schedule
- b. DS&T CT Course Schedule

~~CONFIDENTIAL~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

D/OTE
1026 CofC

EXTENSION

NO.

DATE 5 December 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7D24/Hqs.

2.

3. DDS&T
6E56/Hqs.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

3 -
Evan -
the NAC is doing
well; the students
particularly value the
NID & menu exercises.
I think a similar
course for the DS&T
(or parts of it) should
have some common
skills training ...